Office of the Chief Information Officer

U.S. Department of Justice
Office of Justice Programs

Grants Management System
Closeouts
User Manual

Version 1.0

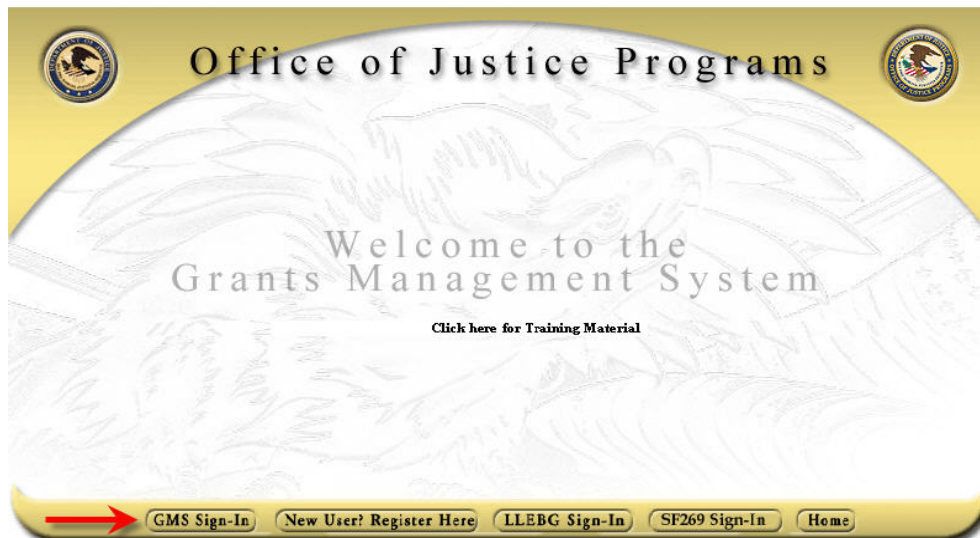**May, 2007**

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Introduction

The Office of Justice Programs (OJP) is pleased to announce the deployment of the Closeout Module in the Grants Management System (GMS). With this deployment, GMS is an end to end grants management system. As grantees, you now have the ability to apply for funding, make changes to your awards, submit progress reports and complete the closeout process for your award in OJP's GMS.

As of May 21, 2007, all Closeout packages need to be processed through GMS. Grantees are required to submit a Closeout package 90 days after the end date of the grant. A complete closeout package includes the submission of a final SF-269 Financial Status Report, the submission of a final progress report, the submission of programmatic requirements and a complete financial reconciliation form. Detail instructions on how to submit the closeout package are outlined in this document.

If you have any questions about the closeout requirements, please contact your Grant Manager. If you have any questions about GMS, please contact our GMS Helpdesk at GMS.helpdesk@usdoj.gov or by phone through 1-800-458-0786 (press 6, and then press 3).
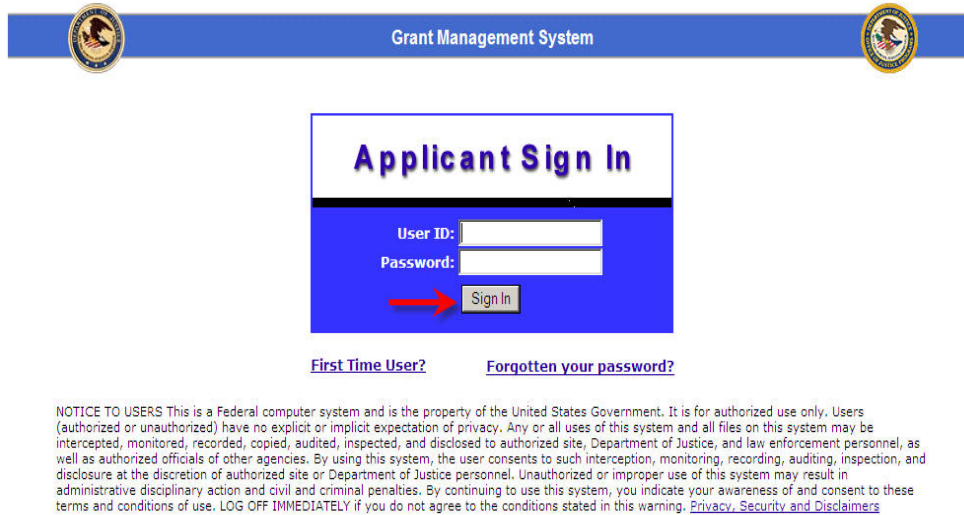
STEP 1

Creating a Closeout Package

The system will display the Grants Management System home page. From this page, the grantee can access several different systems. These systems include

the SF-269 Financial Reporting system, the Local Law Enforcement Block Grant (LLEGB) system and the Grants Management System. The user will click on the GMS Sign-In button to access GMS.

STEP 2

The system will display the Applicant Sign-In screen. The grantee will enter their username and password that was provided to them. If the grantee has difficulty accessing the system, they can contact the GMS help desk at 1-888-549-9901 option 3.

Once the grantee has entered the required information, they will click on the Sign-In button.

STEP 3

The system will display the Application Home Page. This page lists all of the applications that have been submitted using this external account. To access the Closeout module, the user will click on the Closeouts link.

STEP 4

The system will displays a list of closeouts that are pending for this username. This inbox will list all the grants that are within 90 days past their end date. **OJP requires Grantees to submit their closeout package 90 days after the end date of their grant.**

Please note, that the awards that appear on this screen are only those that were applied for using this external account. You may need to log into GMS with a different user ID and password to retrieve information on your other awards.

In addition to the pending inbox, there are several other inboxes that can be accessed by clicking on the links:

All Active: This inbox displays all of the closeout packages that have been submitted into GMS and are still being processed. This means that they have not yet been approved, denied or change requested by your Grant Manager.

Change Requested: This inbox lists all of the closeouts packages that have been sent back to the grantee to be edited.

Closed: This inbox lists all the awards in this external account that have had closeout packages created, processed and approved for them.

Overdue: This inbox contains all of the awards that have closeouts packages that are currently 120 days past due. Unfortunately, you will not be able to

process these packages. Since they are overdue, OJP will issue an administrative closeout package for these awards.

Draft: This inbox contains the closeouts packages that were saved by grantee and are waiting to be submitted for processing.

Audit Issues: The awards that appear in this inbox have audit actions pending for them. As such, a closeout package cannot be submitted for these awards.

Active Awards: The awards that appear in this inbox are those that were awarded under this external account that have not yet been closed out. You do have the ability to close an active award throughout the duration of the project period.

The user can also access instructions on how to complete a closeout package by clicking on the Closeout instructions link.

Once the grantee has found the award that they wish to complete a closeout package for, they should click on the award number to begin the closeout process.

STEP 5

The system will display the Closeout Package Status page. This page lays out all of the different requirements of the closeout package and their completion status. The closeout package cannot be submitted until each of the following requirements have been fulfilled: Final Progress Report, Final SF-269 Financial Status Report, Financial Reconciliation and Programmatic Requirements Certification.

The Grantee does not have to complete the Special Conditions Compliance in order to submit their closeout package. This will be done by the Program Manager.

To view the closeout instructions, click on the "Closeout" Instructions link.

To complete a "No Cost Extension" Grant Adjustment Notice, click on the "Complete No Cost Extension GAN" link.

To view the Grant Manager's Contact Information, the grantee should click on the "Grant Contact Information" link.

The first requirement that must be fulfilled is that the grantee must have their final progress report **approved** by the Grant Manager. If "Incomplete" appears in this section, the user can click on "Final Progress Report" link and they will be brought to the progress reporting module. The user needs to access the progress reporting module and submit their final report. For more information on how to use the Progress Reporting module, please see the Progress Reports User Manual,
http://www.ojp.usdoj.gov/funding/ProgressReportsUserManual1.pdf. If you have submitted the progress report and it has not been approved by your Grant Manager, please contact your Grant Manager. You will **not** be able to submit the Closeout package until this report is approved.

The second requirement for the closeouts module is a submitted final SF-269 Financial Status Report for the award being closed. If this section reads "Incomplete", then the user must access the SF-269 system to submit the final report. The SF-269 system can be found on the following link, https://sf269.ojp.usdoj.gov/sf269/ .

If the section reads "Complete", you can view the final SF-269, by clicking on the "Final SF-269" link. *It is important to note that the data from the SF-269 system does experience a delay when being transferred into GMS.*

STEP 6

Closeout

Closeout Package Status
Final Progress Report
Final SF-269 Financial Report
Special Condition Compliance
Financial Reconciliation
Programmatic Requirements
Closeout Instructions
Complete 'No Cost Extension' GAN
Grant Contact Information

Help/Frequently Asked Questions

GMS Home

Log Off

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Final SF-269 Financial Report

Award Number: 2000-DD-VX-0000
Award Amount: $6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager:

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/28/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status:
Status Date:

Federal Agency and Organizational Element to Which Report is Submitted: Bureau of Justice Assistance
Grant or Award Number Assigned by OJP: 2000-DD-VX-0048
Recipient Organization (Name and complete address including Zip code):
Vendor Number:
Final Report: ☑ Yes ☐ No
Basis: ☑ Cash ☐ Accrual
Funding/Grant Period From: 07/01/2000
Funding/Grant Period To: 06/30/2006
Period Covered by this Report From: 07/01/2006
Period Covered by this Report To: 09/30/2006

Transactions	Previously Reported	This Period	Cumulative
a. Total outlays	$6,361,611.00	$0.00	$6,361,611.00
b. Recipient share of outlays	$0.00	$0.00	$0.00
c. Federal share of outlays	$6,361,611.00	$0.00	$6,361,611.00
d. Total unliquidated obligations			$0.00
e. Recipient share of unliquidated obligations			$0.00
f. Federal share of unliquidated obligations			$0.00
g. Total Federal Share (Sum of lines c and f)			$6,361,611.00
h. Total Federal funds authorized for this funding period			$6,361,611.00
i. Unobligated balance of Federal funds (Line h minus line g)			$0.00

Indirect Expense

☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed

Rate: 0.22%
Base: $138,746.81
Total Amount: $19,250,677,285.18
Federal Share: $30,524.29

Remarks:

	Program Income	
Block/Formula passthrough	$0.00	Forfeit	$0.00
Federal Funds Subgranted	$0.00	Other	$0.00
		Expended	$0.00
		Unexpended	$0.00

Certification: I certify to the best of my knowkedge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.
Type or Printed Name and Title: Daniel L. Oakland, Financial Officer
Date Report Submitted: 10/31/2006

Print

The system will display Final SF-269 Financial Report page. This page contains all of the information that was submitted into the SF-269 system by the grantee. Remember, if there was no final 269 submitted, then the grantee must go into the SF-269 system to submit the report. To return to the Closeout Package Status Page, the grantee should click on the "Closeout Package Status" link.

STEP 7

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000   Expenditure/Obligation End Date: 06/30/2006

Award Amount: $6,361,611.00   Liquidation End Date: 09/28/2006

Project Period Begin Date: 07/01/2000   Submit Your Closeout Package By Date: 09/28/2006

Project Period End Date: 06/30/2006   Closeout Status:

Grant Manager: Status Date:

| Original Award Amount | $6,361,611.00 | De-Obligation Amount | $0.00 | Adjusted Award Amount | $6,361,611.00 |

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Incomplete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date

Attachments:

None

Actions:

Save   Print   Cancel

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

The system returns to the Closeout Package Status page. The next requirement that must be met is that all special conditions attached to the award must be removed prior to closeout. If the status of this requirement reads "Incomplete", click on the "Special Condition Compliance" link to get more details.

STEP 8

The system will display the Special Conditions Not in Compliance page. This page lists all of the special conditions that have not been met for this award. For assistance in coming into compliance with outstanding special condition, contact your Grant Manager for this award.

Please note that the Grantee **can** *submit their closeout package when this section is incomplete.*

To return to the status page, click on the "Closeout Package Status" link.

STEP 9

The grantee is brought back to the Closeout Package Status page. The next requirement that must be met is that a financial reconciliation must be performed on the award. If this requirement is incomplete, the grantee may need to draw down fund or may owe OJP money. To get more details on the reconciliation, the grantee can click on the "Financial Reconciliation" link.

STEP 10

The system will display the Financial Reconciliation page. This page lays out financial information pertaining to the award being closed out. If the grantee wishes to override the Non-Federal Match for this award, then they must insert the new match amount into section 2. They also must enter a justification into the text box at the bottom of the screen.

By adding the difference between the obligated funds (what was reported on the SF-269) and the amount drawn down plus program income, section 6 calculates if the grantee owes money or needs to drawdown the remaining funds.

To return to the closeout package status, the grantee should click on the "Closeout Package Status" link.

STEP 11

The user is returned to the Closeout Package Status page. The final requirement that must be fulfilled is the Programmatic Requirement Certification section. To meet this requirement, the grantee should click on the "Programmatic Requirements Certification" link.

STEP 12

		Date Submitted(mm/dd/yyyy)	N/A
File Technical Report			☐
Data Sets			☐
Proto-type Software			☐
Forensic Technique			☐
Subgrant Reports			☐
Other			

Closeout

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Programmatic Requirements

Award Number: 2000-DD-VX-0000   Expenditure/Obligation End Date: 06/30/2006
Award Amount: $6,361,611.00   Liquidation End Date: 09/28/2006
Project Period Begin Date: 07/01/2000 Submit Your Closeout Package By Date: 09/28/2006
Project Period End Date: 06/30/2006   Closeout Status:
Grant Manager: Status Date:

Actions:

Save   Print   Cancel

Closeout Package Status
Final Progress Report
Final SF-269 Financial Report
Special Condition Compliance
Financial Reconciliation
Programmatic Requirements
Closeout Instructions
Complete 'No Cost Extension' GAN
Grant Contact Information

Help/Frequently Asked Questions

GMS Home

Log Off

The system will display the Programmatic Requirement page. On this page the grantee will fill in the submission dates for the various documents that they are required to submit. If they are not required to submit a document listed, then check the N/A box for the specific document. If the grantee needs to add a document to the list, they can go to the "Other" row and enter in the document name & submission date and click on the save button. *If the grantee does not click save, then the entered information will be saved.*

To return to the status page, the grantee will click on the "Closeout Package Status" link.

STEP 13

The user is returned to the Closeout Package Status page. The submit button now appears due to all requirements being fulfilled. Once the grantee is sure that the closeout package is complete, they click on the button to perform that action. The actions are as follows:

Save: This saves the completed closeout package for editing at a later date. This button will not submit the package into GMS for processing. Saved Closeout packages can be found in the "Draft" Inbox.

Submit: This button submits the closeout package to the Program Office for processing.

Print: This button brings up a printer friendly version of the package for the grantee to make a copy of the package for their records.

Cancel: This button will bring the grantee back to the Pending Inbox.

When the grantee wants to send the closeout package to the Program Office for processing, they will click on the "Submit" button
STEP 14

The system will display a certification screen. The grantee should read this page carefully. The award recipient will then type their name into the designated Name field, indicating that they agree to the rules and regulations. Once the form has been signed, the grantee will click on the Accept button.

If the grantee would like to print out this page, they can click on the "Print" button.

STEP 15

Closeout

Pending
All Active
Change Requested
Closed
Overdue
Drafts
Audit Issues
Active Awards

Closeout Instructions

Help/Frequently Asked Questions

GMS Home

Log Off

There are currently no Closeouts in this status.

The grantee is brought back to the Pending Inbox, where the award no longer appears. To view the status of any submitted closeout packages, the grantee will click on the All Active link.

Change Requested Closeout Packages
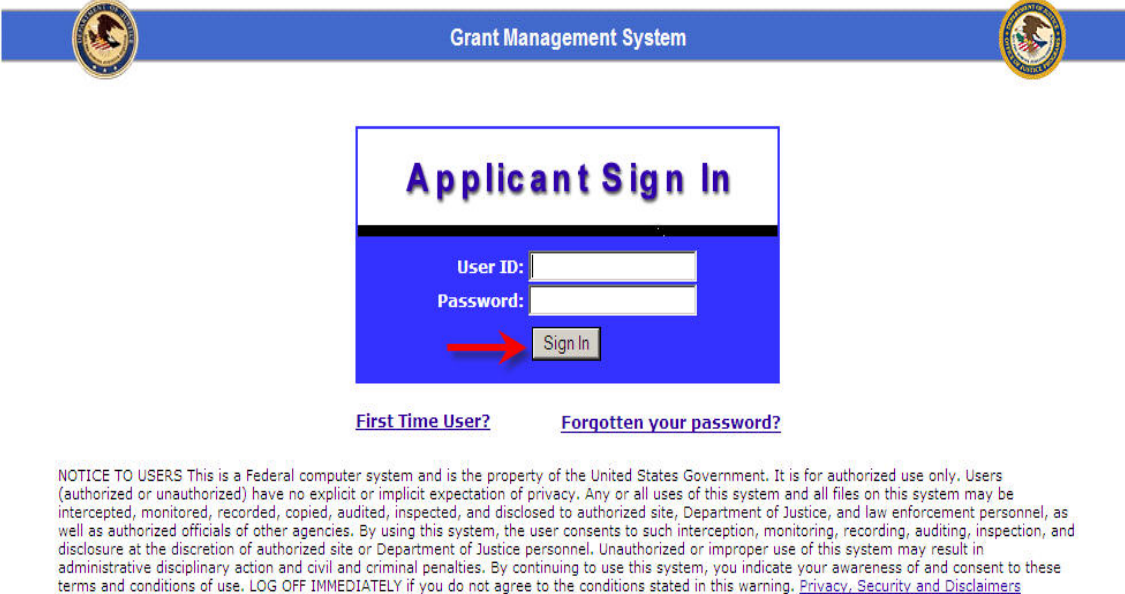
If a problem is found with a Closeout package during the Grant Manager review, the Grant Manager will Change Request the package back to the grantee to make edits.

STEP 1

The system will display the Grants Management System home page. From this page, the grantee can access several different systems. These systems include the SF-269 Financial Reporting system, the Local Law Enforcement Block Grant (LLEGB) system and the Grants Management System. The user will click on the GMS Sign In button to access GMS.

STEP 2

The system will display the Applicant Sign In screen. The grantee will enter their username and password that was provided to them when the accepted their award. If the grantee has difficulty accessing the system, they can contact the GMS help desk at 1-888-549-9901 option 3. Once the grantee has entered the required information, they will click on the Sign In button.

The system will display the Application Home Page. This page lists all of the applications that have been submitted using this external account. To access the Closeout module, the user will click on the Closeouts link.

STEP 3

The system will displays a list of closeouts that are pending for this username. This inbox will list all the grants that are within 90 days past their end date. **OJP requires that all OJP Grantees to submit their closeout packages 90 days after the end date of their grant.**

Please note, that the awards that appear on this screen are only those that were applied for using this external account. You may need to log into GMS with a different user ID and password to retrieve information on your other awards.

In addition to the pending inbox, there are several other inboxes that can be accessed by clicking on the links:

All Active: This inbox displays all of the closeout packages that have been submitted into GMS and are still being processed. This means that they have not yet been approved, denied or change requested.

Change Requested: This inbox lists all of the closeouts packages that have been sent back to the grantee to be edited.

Closed: This inbox lists all the awards in this external account that have had closeout packages created, processed and approved for them. Closeout

Overdue: This inbox contains all of the awards that have closeouts packages that are currently 120 days past due. Unfortunately, you will not be able to

process these packages. Since they are overdue, OJP will issue an administrative closeout package for these awards.

Draft: This inbox contains the closeouts packages that were saved by grantee and are waiting to be submitted into GMS for processing.
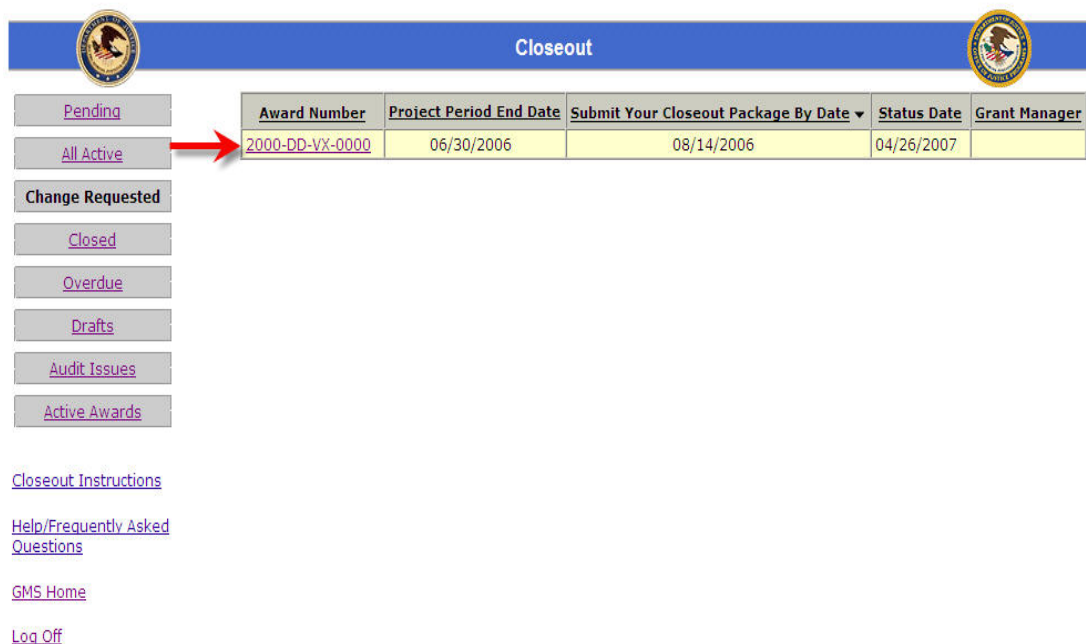
Audit Issues: The awards that appear in this inbox have audit actions pending for them. As such, a closeout package cannot be submitted for these awards.

Active Awards: The awards that appear in this inbox are those that were awarded under this external account that have not yet been closed out.

The user can also access instructions on how to complete a closeout package by clicking on the Closeout instructions link.

To access the change requested closeout package, the user will click on the Change Requested link.

STEP 4

The system will display the Change Requested inbox. This inbox displays all of the closeout packages that have been sent back to the grantee to be edited. The grantee will click on the Award Number link to access the closeout package that needs to be edited.

STEP 5

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000
Award Amount: $6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager:

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/28/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status: Submitted
Status Date: 04/26/2007

| Original Award Amount | $6,361,611.00 | De-Obligation Amount | $0.00 | Adjusted Award Amount | $6,361,611.00 |

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text

This grant has met all financial reporting and programmatic requirements and is deemed officially closed.

Closeout Documents

User	Role	Document	Date

Attachments:
None

Actions:

Save | Submit | Print | Cancel

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	Hago, Rami	04/26/2007 8:49 AM	View Note
Submitted	PO - Grant Manager	Giese, Cynthia	04/25/2007 10:35 AM	View Note

The system will display the Closeout Package Status screen. On this screen the grantee should click on the "View Notes" link to see the changes that the grant manager has requested.

STEP 6

The system will display the Closeout Package Status page. This page lays out all of the different requirements of the closeout package and their completion status. The closeout package cannot be submitted until each of the following requirements have been fulfilled: Final Progress Report, Final SF-269 Financial Status Report, Financial Reconciliation and Programmatic Requirements Certification.

To view the closeout instructions, click on the "Closeout" Instructions link.

To complete a "No Cost Extension" Grant Adjustment Notice, click on the "Complete No Cost Extension GAN" link.

To view the Grant Manager's Contact Information, the grantee should click on the "Grant Contact Information" link.

The first of these requirements is that the grantee must have their final progress report approved by the Grant Manager. If "Incomplete" appears in this section, the user can click on "Final Progress Report" link and the system will send them to the progress reporting module to determine the status of the final report.

The second requirement for the closeouts module is that there be a final SF-269 financial status report approved for the award being closed. If this section reads "Incomplete", then the user must access the SF-269 system to submit the final report. If the grantee would like to view their final SF-269, then they can click on the "Final SF-269" link. *It is important to note that the data from the SF-269 system does experience a delay when being transferred into GMS.*

STEP 7

The system will display Final SF-269 Financial Report page. This page contains all of the information that was submitted into the SF-269 system by the grantee. Remember, if there was no final 269 submitted, then the grantee must go into the SF-269 system to submit the report. To return to the Closeout Package Status Page, the grantee should click on the "Closeout Package Status" link.

STEP 8

The system displays the Closeout Package Status page. The next requirement that must be met is that all special conditions attached to the award must be removed prior to closeout. If the status of this requirement reads "Incomplete", click on the "Special Condition Compliance" link to get more details.

STEP 8

The system will display the Special Conditions Not in Compliance page. This page lists all of the special conditions that have not been met for this award. For assistance in coming into compliance with outstanding special condition, contact your program manager for this award.

Please note that the Grantee can submit their closeout package when this section is incomplete.

To return to the status page, click on the "Closeout Package Status" link.

STEP 9

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000   Expenditure/Obligation End Date: 06/30/2006
Award Amount: $6,361,611.00   Liquidation End Date: 09/28/2006
Project Period Begin Date: 07/01/2000   Submit Your Closeout Package By Date: 09/28/2006
Project Period End Date: 06/30/2006   Closeout Status: Submitted
Grant Manager: Status Date:

| Original Award Amount | $6,361,611.00 | De-Obligation Amount | $0.00 | Adjusted Award Amount | $6,361,611.00 |

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

The grantee is brought back to the Closeout Package Status page. The next requirement that must be met is that a financial reconciliation must be performed on the award. If this requirement is incomplete, the grantee may need to draw down fund or may owe OJP money. To get more details on the reconciliation, the grantee can click on the "Financial Reconciliation" link.

STEP 10

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The system will display the Financial Reconciliation page. This page lays out financial information pertaining to the award being closed out. If the grantee wishes to override the Non-Federal Match for this award, then they must insert the new match amount into section 2. They also must enter a justification into the text box at the bottom of the screen.

By adding the difference between the obligated funds and the amount drawn down plus program income, section 6 calculates if the grantee owes money or needs to drawdown the remaining funds.

To return to the status overview page, the grantee should click on the "Closeout Package Status" link.

STEP 11

The user is returned to the Closeout Package Status page. The final requirement that must be fulfilled is the Programmatic Requirement Certification section. To meet this requirement, the grantee should click on the "Programmatic Requirements Certification" link.

STEP 12

The system will display the Programmatic Requirement page. On this page the grantee will fill in the submission dates for the various documents that they are required to submit. If they are not required to submit a document listed, then they should check off the N/A box for that document. If the grantee needs to add a document to the list, they can go down to the "Other" row and enter in the document name & submission date and click save. *If the grantee does not click save, then the entered information will be saved.*

To return to the status page, the grantee will click on the "Closeout Package Status" link.

STEP 13

The user is returned to the Closeout Package Status page. The submit button now appears due to all requirements being fulfilled. Once the grantee is sure that the closeout package is complete, they click on the button to perform that action. The actions are as follows:

Save: This saves the completed closeout package for editing at a later date. This button will not submit the package into GMS for processing. Saved Closeout packages can be found in the "Draft" Inbox.

Submit: This button submits the closeout package to the Program Office for processing.

Print: This button brings up a printer friendly version of the package for the grantee to make a copy of the package for their records.

Cancel: This button will bring the grantee back to the Pending Inbox.

When the grantee wants to send the closeout package to the Program Office for processing, they will click on the "Submit" button

STEP 14
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The system will display a certification screen. The grantee should read this page carefully. The award recipient will then type their name into the designated Name field, indicating that they agree to the rules and regulations. Once the form has been signed, the grantee will click on the Accept button.

If the grantee would like to print out this page, they can click on the "Print" button.

To return to the closeout package screen, the user will click on the cancel button.

STEP 15

	Closeout	

Pending

All Active

Change Requested

Closed

Overdue

Drafts

Audit Issues

Active Awards

Closeout Instructions

Help/Frequently Asked Questions

GMS Home

Log Off

There are currently no Closeouts in this status.

The grantee is brought back to the Pending Inbox, where the award no longer appears. To view the status of any submitted closeout packages, the grantee will click on the All Active link.